

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)

PROGRAM: SPECIAL VICTIM ASSISTANCE RECOVERY ACT PROGRAM

PERFORMANCE ASSESSMENT / SITE VISIT REPORT

1. **GRANT AWARD NUMBER:** RV09010290 **DATE OF SITE VIST:** 9/20/2010
2. **GRANT PERIOD:** 07/01/2009 – 6/30/2010
3. **RECIPIENT/IMPLEMENTING AGENCY:**
County of Nevada
4. **PROJECT DIRECTOR:**
Douglas A. Carver

PERSONS INTERVIEWED DURING SITE VISIT:

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
<u>Douglas A. Carver</u>	<u>Project Director</u>	<u>Nevada County</u>
<u>Rod Gillespie</u>	<u>Sr. Deputy Probation</u>	<u>Nevada County</u>
<u>Darleen Woo</u>	<u>Admin. Services Officer</u>	<u>Nevada County</u>
<u>Susan George (EA grant)</u>	<u>Advocate</u>	<u>Nevada County</u>
<u>Julie Choquette (EA grant)</u>	<u>Advocate</u>	<u>Nevada County</u>

Signature of Program Specialist

10/20/2010
Date

Signature of Section Chief

11/3/10
Date

SECTION I - ADMINISTRATIVE and PROGRAMMATIC REVIEW

1. OPERATIONAL DOCUMENTS

YES NO N/A

Review hard copy/verify the ability to access on line:

- The Cal EMA Recipient Handbook (R.H.)
- The Approved Grant Award Agreement
- The RFA/RFP (supersedes the requirement of the R.H.)
- The Program Guidelines (supersedes the requirement of the R.H.)
- Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at www.whitehouse.gov/omb/circulars.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

2. FIDELTY BOND - COMMUNITY BASED ORGANIZATION (CBO) & AMERICAN INDIAN ORGANIZATIONS ONLY

- Obtain copy of required CBO bonding? [R.H. Section 2161] Does not apply to state, city, or county units of government.
- Does the certificate show:
 - Bonding company name
 - Bond number
 - Description of coverage
 - Amount of coverage (50% of allocation)
 - Bond period
 - Grant award number
 - Form A, Employee Dishonesty
 - Form B, Forgery Coverage
 - Is the State of California, California Emergency Management Agency named on the bond as the beneficiary?

<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Comments:

3. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (R.H. Section 2153)

- Does the project have its CEQA documentation on file? (Ask to review)
 - Certified Exempt
 - Recipient has adopted or certified an environmental document which complies with the requirements of CEQA.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments:

SECTION I - ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

YES NO N/A

4. PROOF OF AUTHORITY (R.H. Section 1350)

- Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? (Ask for copy) ☒ ☐ ☐

Comments: _____

5. ORGANIZATIONAL CHART

- Review the organizational chart. Are all budgeted positions identified? ☒ ☐ ☐

Comments: _____

6. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification (Cal EMA 2-223). [R. H. Section 7500] (Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website.) ☒ ☐ ☐

- A modification is needed for the following:
- Budget changes
 - Change in key personnel
 - Adding/changing additional signers
 - Change goals/objectives, or activities
 - Address change
 - Other

Comments: The project will submit a budget modification to move money from Operating Expenses to Personnel Services

7. PERSONNEL POLICIES

- Does the project staff have access to written personnel policies as required? [R. H. Section 2130] ☒ ☐ ☐
- Do the personnel policies include:
 - Work hours ☒ ☐ ☐
 - Compensation rates including overtime and benefits ☒ ☐ ☐
 - Work hours ☒ ☐ ☐
 - Vacation, sick, and other leave allowances ☒ ☐ ☐
 - Hiring and promotional policies ☒ ☐ ☐

Comments: The project can access on line.

SECTION I. ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Do the personnel files include:			
○ Job application	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Resume	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
○ Salary rates	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Current job duties/descriptions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Other terms of employment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Does the project have a current Drug Free Workplace policy statement on file signed by the employee (R.H. Section 2152)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
● Did the Board approve the agency's existing personnel policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____

8. FUNCTIONAL TIMESHEETS

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| ● Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ● Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure they are signed by the staff and supervisor) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: The project uses functional time sheets to keep track of match.

9. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| ● Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Name of individual who approves purchases.
<u>Rod Gillespie, Program side and Darlene Woo, Fiscal side</u> | | | |
| ○ Name of individual who writes checks. <u>Diane Horton-Pong</u> | | | |
| ○ Name of individual(s) who signs checks. <u>Marcia Salter</u> | | | |

Comments: Any purchases over \$1,000 goes through the Purchasing Department.

SECTION I. - ADMINISTRATIVE and PROGRAMMATIC REVIEW (Continued)

YES NO N/A

10. SOURCE DOCUMENTATION-Fiscal /R. H. Section 11000/

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the project maintain an accurate inventory log of equipment purchased with grant funds? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

PROJECT EXPENDITURES

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Is the project's expenditure rate commensurate with the elapsed period of the grant? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the project up-to-date with the submission of Cal EMA Form 2-201? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

11. MATCH REQUIREMENTS

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Does the project have a match requirement? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the project meeting the match requirement? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Review the supporting documentation to substantiate cash or in-kind match. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: The project will submit their Final 201 for the RV grant with match.

12. EEO POLICY

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • Go over EEO checklist. (Separate document) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|-------------------------------------|--------------------------|--------------------------|

Comments: _____

SECTION I – ADMINISTRATIVE and PROGRAMMATIC REVIEW

GENERAL**YES NO N/A****1. PROGRAM GOALS AND OBJECTIVES**

- Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program goals and objectives?
- Does the project staff need to submit Cal EMA Form 2-223 to modify their grant objectives?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Comments: _____

2. PROGRESS REPORT

- Discuss and review the programmatic Progress Report requirements.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments: The project completed the VAWA report and submitted to Cal EMA. The VOCA progress report is pending.

3. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form?
- Review the project's file system and data collection process.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments: _____

4. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Comments: _____

5. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)
PROGRAM(S): VICTIM WITNESS ASSISTANCE RECOVERY ACT – VAWA STIMULUS PROGRAM
PERFORMANCE ASSESSMENT / SUPPLEMENTAL SITE VISIT REPORT

Checklist Items	Yes	No	Comments
SUPPLEMENTAL PROGRAMMATIC REVIEW			
1. MANDATORY SERVICES			
a. Crisis Intervention			
Provide in person/telephone contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Provide crisis intervention and arrange for needed services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Emergency Assistance			
(1) Arrange emergency assistance within the first 24 hours after initial contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does not have a plan outlining emergency assistance
(2) Written procedures in place for disbursing funds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(3) OA(s) on file with service providers (i.e. shelters)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Resource and Referral Assistance			
(1) Provide non-emergency referrals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) OA(s) on file with service providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Direct Counseling			
(1) Provide in person or telephone guidance and/or emotional support	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) If counseling is provided, it is at a level that does not require a licensed professional	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) If counseling is referred, OA(s) on file with service providers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Victims of Crime Claims			
(1) Assist clients in preparing applications for compensation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Advocate is aware their role does not include determination of eligibility	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Is a joint Powers unit locally located	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Property Return			
(1) Assist in the return of property held as evidence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) If property cannot be returned, an explanation is provided	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)
PROGRAM(S): VICTIM WITNESS ASSISTANCE RECOVERY ACT – VAWA STIMULUS PROGRAM
PERFORMANCE ASSESSMENT / SUPPLEMENTAL SITE VISIT REPORT

SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)			
1. MANDATORY SERVICES (Continued)			
g. Orientation to the Criminal Justice System			
(1) Provide information on the location, procedures, and functions of local criminal justice agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Written material/brochures are available in languages appropriate to local ethnic needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
h. Court Escort			
(1) Provide physical accompaniment during court appearances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Provide physical accompaniment during interviews with law enforcement and prosecution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
i. Presentations and Training for Criminal Justice Agencies			
(1) Conduct informational presentations regarding resources available through VW Centers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Conduct informational presentations explaining the rights and needs of victims	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
j. Public Presentations and Publicity			
(1) Promote public awareness of V/W services through public media	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Through newspapers, transit buses, and cable television
(2) Conduct presentations to victim service organizations and community groups	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Participate in Victims' Rights Week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
k. Case Status/Case Disposition			
(1) Advise victim of the progress and disposition of case	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Assist victim with preparing Victim Impact Statements	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Notification of Family/Friends			
(1) Notify victim's relatives and/or friends of the occurrence of the crime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Very little requests
m. Employer Notification			
(1) Notify employer that client was a victim/witness to a crime	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If requested
(2) Encourage employer to minimize any loss of pay or other benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If requested

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)
PROGRAM(S): VICTIM WITNESS ASSISTANCE RECOVERY ACT – VAWA STIMULUS PROGRAM
PERFORMANCE ASSESSMENT / SUPPLEMENTAL SITE VISIT REPORT

1. MANDATORY SERVICES (Continued)

n. Restitution

(1) Assist in obtaining restitution

☒
☐

(2) Provide the Probation Department, District Attorney, and Court with information relevant the victim's losses prior to the imposition of sentencing

☒
☐

2. OPTIONAL SERVICES

(1) Employer Intervention

☒
☐

If needed

(2) Creditor Intervention

☒
☐

If requested

(3) Child Care Assistance

☒
☐

Encourages victim to bring someone

(4) Witness Notification

☒
☐

Usually done by District Attorney's office

(5) Funeral Arrangements

☒
☐

(6) Crime Prevention Information

☒
☐

Brochures and education material

(7) Witness Protection

☒
☐

(8) Temporary Restraining Order (TRO) Assistance

☒
☐

(9) Transportation Assistance

☒
☐

If requested

(10) Court Waiting Area

☒
☐

Shares with family law unit

3. AGENCY ORGANIZATION

a. Facility

(1) VW Center is open during normal business hours

☒
☐

8:00 am to 5:00 pm

(2) Waiting Room

☒
☐

There are two court waiting rooms

(3) Private Interview Room

☒
☐

b. Personnel & Organization

(1) Reporting lines of Authority are consistent with the Project Contact Information form

☒
☐

(2) Authorization for additional signature authority is current

☒
☐

(3) Evidence of completion of 40 hour Entry-Level Training

☒
☐

SUPPLEMENTAL PROGRAMMATIC REVIEW (Continued)

b. Personnel & Organization (Continued)

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)
PROGRAM(S): VICTIM WITNESS ASSISTANCE RECOVERY ACT – VAWA STIMULUS PROGRAM
PERFORMANCE ASSESSMENT / SUPPLEMENTAL SITE VISIT REPORT

(4) Evidence of completion of Advance Training, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(5) Evidence of completion of Coordinator's Training, if applicable	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Volunteers utilized as required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rusty Mills for two quarters
(7) Utilize functional time sheets	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Additional Comments / Notes:

The following advocates have attended entry level training:

Wendy Darling, Julie Choquette, Susan George, and Loletta Hadel was grandfathered in for entry level training.

Loletta Hadel has taken advanced training.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT
NEVADA COUNTY PROBATION DEPARTMENT VICTIM WITNESS
SECTION III – AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA)
PROGRAMMATIC REVIEW

YES NO N/A

1. Is the project aware that they must provide Cal EMA with a valid Data Universal Numbering System (DUNS) Number for the implementing agency and not the County's DUNS number?

☒ ☐ ☐

Comments:

2. Is the project aware of the Central Contractor Registry (CCR) requirements?

- Register with a valid DUNS number; and
- Renew CCR registration yearly for the life of the grant.

☒ ☐ ☐
☒ ☐ ☐

Comments:

3. Does the project understand that they report Section 1512(c) information to Cal EMA and not to FederalReporting.gov directly?

- Report the total number of hours worked for each ARRA funded position on the Jobs Data Collection Sheet; and
- Completed Jobs Data Collection Sheets are due to Cal EMA by the 3rd working day of each month for JAG funded programs and by the 10th day of the each month for VOCA or VAWA funded programs.
- Failure to submit Jobs Data by the due date could result in the project's award being suspended and/or revoked.

☒ ☐ ☐
☒ ☐ ☐
☒ ☐ ☐

Comments:

4. Does the project understand that by accepting the grant award, they agreed to:

- Track, account for, and report on all ARRA funds (including specific outcomes and benefits attributable to Recovery Act funds) separately from all other funds, including Cal EMA award funds from non-ARRA awards awarded for the same or similar purposes or programs. (ARRA funds may be used in conjunction with other funding as necessary to complete projects, but tracking and reporting of ARRA funds must be separate.); and
- Accounting systems must ensure that ARRA funds are not commingled with funds from any other source.

☒ ☐ ☐

☒ ☐ ☐

**PERFORMANCE ASSESSMENT/SITE VISIT REPORT
NEVADA COUNTY PROBATION DEPARTMENT VICTIM WITNESS**

Comments:

5. Is the project familiar with Office of Management and Budget, OMB Circulars which govern their organization? Circulars may be found at www.whitehouse.gov/omb/circulars.

☒ ☐ ☐

Comments:

6. Is the project aware that potential fraud, waste, or abuse must be promptly referred to the federal Department of Justice, Office of the Inspector General? Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

☒ ☐ ☐

Comments:

7. Is the project aware that ARRA funds cannot be used by any State or local government, or any private entity, for construction costs or any other support of any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

☒ ☐ ☐

Comments:

8. Does the project understand that by accepting the grant award, they:
- Agreed to provide Cal EMA, federal DOJ (including OJP and the Office of the Inspector General (OIG)), and its representatives, and the Government Accountability Office (GAO), access to and the right to examine all records (including, but not limited to, books, papers, and documents) related to ARRA funds, including such records of any subrecipient, contractor, or subcontractor; and
 - Acknowledges that Cal EMA, federal DOJ and the GAO are authorized to interview any officer or employee of the recipient (or of any subrecipient, contractor, or subcontractor) regarding transactions related to this Recovery Act award.

☒ ☐ ☐

☒ ☐ ☐

Comments:

**PERFORMANCE ASSESSMENT/SITE VISIT REPORT
NEVADA COUNTY PROBATION DEPARTMENT VICTIM WITNESS**

9. Is the project aware of the Performance Measures and reporting timeline for ARRA funded programs:

- | | | | |
|---|--------------------------|--------------------------|-------------------------------------|
| ○ Reporting of Performance Measures will be accomplished using BJA's Performance Measurement Tool (PMT); | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ○ PMT reports must be completed on a quarterly basis (i.e., July 15, October 15, January 15, and April 15) for the life of the grant; and | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| ○ Failure to submit PMT reports by the due date could result in the project's award being suspended and/or revoked. | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

(Specific to Recovery JAG funded programs only).

Comments:

10. For existing staff positions, does the project have documentation that the position would have been eliminated if not for Recovery Act funding?

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Documentation may include:

- Budget comparisons and/or projections before and after the Recovery Act award date
- Formal layoff recommendations and retractions (memos, reports) or
- Minutes of formal meetings where official budget decisions were made.

(Specific to Recovery VOCA/VAWA funded programs only).

Comments: A copy of the board meeting notes will be forthcoming to substantiate that the advocate's position would have been reduced without VAWA/VOCA funds from the American Recovery and Reinvestment Act of 2009.

SECTION IV - ADDITIONAL COMMENTS:

NOTES: